

1. WILDLIFE DAMAGE MANAGEMENT RESULTS
2. RECORD KEEPING AND REPORTING RESULTS
3. WORKING RELATIONSHIPS, TEAMWORK, COMMUNICATIONS AND REPRESENTATION
4. RESOURCE MANAGEMENT AND SAFETY

Element 1

WILDLIFE DAMAGE MANAGEMENT RESULTS

The wildlife specialist is responsible for providing WS technical assistance and operational programs designed to prevent or alleviate all wildlife damage, in accordance with the Prevention and Control of Wildlife Damage Manual and other prescribed procedures, e.g., the Beaver Control Assistance Program (BCAP) Policies and Procedures.

Alignment: This element supports the Wildlife Services goal of providing high-quality wildlife damage-management services for our customers that result in the protection of agriculture, wildlife and other natural resources, property, and human health and safety, and Mississippi WS's specific goals of providing protection against beaver damage, fish-eating bird damage to aquaculture, wildlife strikes on aviation; and responding to complaints concerning resident Canada geese, bats, vultures, feral hogs, and wildlife disease issues.

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations, site visits, review of work results and reports, and feedback from co-workers and cooperators. In the judgment of the supervisor, in almost all cases:

- Calls from State and Federal government and private cooperators with complaints of wildlife damage that are received directly by the Specialist are returned within 48 hours.
- Damage assessments or control assignments received from the supervisor are commenced within 48 hours or other timeframes assigned.
- Advice and guidance to all cooperators accurately reflects
 - the scope and level of services that WS can provide
 - good current understanding of damage management techniques to resolve common wildlife conflicts reported in Mississippi.
- Damage assessments, including site visits, are completed in accordance with the Manual and other applicable policies and procedures.
 - Determinations as to whether a site visit is necessary are consistent with the WS program decision model.
 - Assessments (including site visits as needed) are scheduled with the cooperator and are completed as soon as practical depending on workload
- Recommendations to cooperators on appropriate solutions reflect good understanding of the problem presented, WS policies and priorities, and all the tools and techniques available. Recommendations are clearly communicated to cooperators
- Direct control operations, including captures, are completed in accordance with
 - State and Federal regulations pertaining to wildlife and WS policies.
 - the Manual and any other species-specific WS policies and procedures that apply.
- Control operations are
 - prioritized in accordance with applicable policies
 - scheduled with the cooperator and completed in a timely manner (as soon as practical, depending on workload)
 - effective in solving the problem.

Element 2

RECORD KEEPING AND REPORTING RESULTS

The Wildlife Specialist is responsible for preparing and maintaining accurate records and reports in order to promote accountability and document work activities and results.

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations and review of work products, records, reports, and forms. The supervisor typically finds that:

MIS

- MIS reports are completed and are submitted into the system the month due.
- MIS Technical Assistance forms, Direct Control forms, and Administrative forms are completed accurately and entered into MIS in accordance with set policies in the Mississippi Business Rules Manual. (e.g., indicate mileage on individual WT's and accurately record GPS coordinates).
- MIS itineraries are reviewed for errors and corrected as needed by the end of each month

Explosives, pyrotechnics, and pesticides

- As applicable, paperwork site blasting records, explosives inventory report, and CMITS reports is up-to-date and accurate

Agreements and billing reports

- Damage control costs estimates are accurately completed in accordance with the MS-WS Program Financial Planner.
- Agreement and billing reports are sent to the District Supervisor within prescribed timeframes.

Other

- The Field Diary is maintained and updated daily so that periodic inspection can be performed. The field diary is detailed, well organized and readable.
- The WS Policy Manual is maintained and updated with new or revised Directives as they are issued, so that periodic inspection can be performed.
- Monthly summary reports are received by the District Supervisor by the 5th of each month.
- Time and Attendance and travel vouchers are
 - Sent to the District Supervisor within prescribed timeframes.

Element 3

WORKING RELATIONSHIPS, TEAMWORK, COMMUNICATIONS AND REPRESENTATION

The Wildlife Specialist is responsible for representing the WS Program in a professional manner in order to promote good interpersonal, interagency, and public relations.

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations and site visits, and feedback from co-workers and cooperators. The supervisor typically finds that the Wildlife Specialist:

- Represents Wildlife Services in a professional manner in public meetings, before other government officials and organizations, and with citizens.
- Works cooperatively with other Wildlife Services employees in a team work fashion and members of Mississippi Wildlife, Fisheries & Parks, U.S. Fish and Wildlife Service, and local government.
- Develops and maintains good working relationships with appropriate county employees, wildlife biologists, and law enforcement officers.

- Effectively communicates the objectives and methods of Wildlife Services Program to the public, organizations, local government, and State and Federal Agencies during direct control operations.
- Works with (or creates cooperative agreements) both public and private entities to enhance the Mississippi Wildlife Services Program and promote growth.
- Keeps cooperators informed of results of direct control activities, future activities, and sends documents and supplies to cooperators promptly.
- Performs all duties in a manner that demonstrates fairness, cooperation, and respect toward co-workers and all others in performance of official business.
 - Communicates effectively to prevent misunderstandings and complaints.
 - Demonstrates respect for co-workers by keeping common-use areas clean and uncluttered (including workshop, etc.).
 - Demonstrates respect for co-workers and cooperators by keeping offensive behavior and materials out of the work place.

Element 4

RESOURCE MANAGEMENT AND SAFETY

The Wildlife Specialist is responsible for conducting direct control operations in a safe manner and maintaining government equipment in order to prevent and reduce accidents/hazardous situations.

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations and site visits, review of logs and feedback from co-workers and cooperators. The supervisor typically finds that:

Field activities

- The Wildlife Specialist conducts field activities in a safe manner.

Vehicles and ATV's

- Vehicles and ATV's re kept clean and organized (i.e. clean truck and ATV, and no material on dash of truck).
- Vehicles and ATV's are maintained following manufacturer's directions (i.e. annual inspection, oil changes and tire rotations).
- An accurate and up-to date log of maintenance and repairs is kept in the vehicle.

Firearms, explosives, pyrotechnics and pesticides.

- Firearms, explosives, pyrotechnics, and pesticides are handled safely in accordance with WS Directive 2.401, 2.435 and 2.615 on "Pesticide Use", " Explosives Use and Safety", "WS Firearm Use and Safety" and any other applicable policies concerning storage, transportation, use and other issues related to use
- Firearms are kept clean and in good working condition

Other equipment

- Capture devices are kept clean and in good working condition.
- GPS units are maintained in accordance with the owner's manual
- Computers are kept updated (i.e. passwords & virus protection)